

POSITION: **Program Area Manager**

LOCATION: Sylvaneers at Camp Santa Maria, Bailey, CO

STATUS: Seasonal position, 10-15 hours per week

SALARY: \$20-\$25/hour based on specific position(s) and previous experience and certifications

TIME FRAME: May through October, with possibility for more hours during summer months

REPORTS TO: Executive Director

If interested, please apply online at www.sylvaneers.camp/staff. Reach out to csn@sylvaneers.camp with questions.

GENERAL DESCRIPTION: Program Area Managers have experience and expertise in a specialized program area such as watercraft (canoe, kayak, SUP), camping & backpacking, rock climbing, mountain biking, fishing, archery, and arts & crafts. Program Area Managers are able to ensure programs, and their equipment are ready for the season as well as for each group/session. Ability to assess area and equipment readiness as well as train and assess seasonal staff are essential skills for the role

PROGRAM AREA MANAGER DUTIES:

- Asses the readiness of specific program area and its equipment at the beginning and end of each season, as well as supporting throughout active season
- Train and assess seasonal staff members to operate specific program area
- Judge when program equipment must be removed from operation and repaired or replaced
- Address challenges that arise, seeking help as needed
- Occasionally teach and facilitate activities in assigned program area(s)
- Joyfully and flexibly support day-to-day needs at camp
- Support the mission and vision of Sylvaneers at Camp Santa Maria
- Communicate activity, equipment, staff, or other program challenges and progress to the appropriate camp director
- Communicate effectively with seasonal staff responsible for running specified activity areas.

QUALIFICATIONS:

- At least 21 years old, high school graduate or equivalent at time of employment
- Willingness to uphold high moral and ethical standards
- Enthusiasm for working with young people with love, patience, and consistency
- Ability to participate in outdoor adventure and recreational activities
- Ability to live in a cabin with campers and other staff

Work Environment and Physical Demands:

The employee must meet physical demands in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the job duties, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position given the title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job related duties, which shall be consistent with the representative essential functions listed above and will not be construed as expanding a particular position's role, scope, FLSA status, or grade.